

**SECTION B**  
**SUPPLIES OR SERVICES AND PRICE /COSTS**

**USCS-00-5019**

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**B.1 SCHEDULE OF PRICES**

Each offeror is required to provide the following price information for each labor category. The proposed hourly labor rates must include all direct costs (excluding travel costs) as well as indirect costs such as overhead, general and administrative expense, and profit.

The rates listed on the Schedule of Prices shall be used to price all Task Orders required under this contract. Any requested deviations to the rates will have to be approved during negotiations on the individual Task Orders and will be approved only when the Contractor convincingly shows that the circumstances of a particular task are so unusual in relation to the Statement of Work that the deviations are absolutely necessary.

**B.1.1 Base Year - (Date of award thru 9/30/01)**

<b>CLIN</b>	<b>Labor Category</b>	<b>Fixed Hourly Rate</b>
<b>0001</b>	<b>Partner/Principal</b>	
<b>0002</b>	<b>Sr. Manager</b>	
<b>0003</b>	<b>Manager</b>	
<b>0004</b>	<b>Sr. Consultant</b>	
<b>0005</b>	<b>Consultant</b>	
<b>0006</b>	<b>Actuary</b>	
<b>0007</b>	<b>Web/Internet Specialist</b>	
<b>0008</b>	<b>Administrative Support</b>	

**B.1.2 Option Year One - (Oct 1, 2001 thru Sept 30, 2002)**

<b>CLIN</b>	<b>Labor Category</b>	<b>Fixed Hourly Rate</b>
<b>0001</b>	<b>Partner/Principal</b>	
<b>0002</b>	<b>Sr. Manager</b>	
<b>0003</b>	<b>Manager</b>	
<b>0004</b>	<b>Sr. Consultant</b>	
<b>0005</b>	<b>Consultant</b>	
<b>0006</b>	<b>Actuary</b>	
<b>0007</b>	<b>Web/Internet Specialist</b>	
<b>0008</b>	<b>Administrative Support</b>	

**B.1.3 Option Year Two - (Oct 1, 2002 thru Sept 30, 2003)**

<b>CLIN</b>	<b>Labor Category</b>	<b>Fixed Hourly Rate</b>
<b>0001</b>	<b>Partner/Principal</b>	
<b>0002</b>	<b>Sr. Manager</b>	
<b>0003</b>	<b>Manager</b>	
<b>0004</b>	<b>Sr. Consultant</b>	
<b>0005</b>	<b>Consultant</b>	
<b>0006</b>	<b>Actuary</b>	
<b>0007</b>	<b>Web/Internet Specialist</b>	
<b>0008</b>	<b>Administrative Support</b>	

**B.1.4 Option Year Three - (Oct 1, 2003 thru Sept 30, 2004)**

<b>CLIN</b>	<b>Labor Category</b>	<b>Fixed Hourly Rate</b>
<b>0001</b>	<b>Partner/Principal</b>	
<b>0002</b>	<b>Sr. Manager</b>	
<b>0003</b>	<b>Manager</b>	
<b>0004</b>	<b>Sr. Consultant</b>	
<b>0005</b>	<b>Consultant</b>	
<b>0006</b>	<b>Actuary</b>	
<b>0007</b>	<b>Web/Internet Specialist</b>	
<b>0008</b>	<b>Administrative Support</b>	

**B.1.5 Option Year Four - (Oct 1, 2004 thru Sep 30, 2005)**

<b>CLIN</b>	<b>Labor Category</b>	<b>Fixed Hourly Rate</b>
<b>0001</b>	<b>Partner/Principal</b>	
<b>0002</b>	<b>Sr. Manager</b>	
<b>0003</b>	<b>Manager</b>	
<b>0004</b>	<b>Sr. Consultant</b>	
<b>0005</b>	<b>Consultant</b>	
<b>0006</b>	<b>Actuary</b>	
<b>0007</b>	<b>Web/Internet Specialist</b>	
<b>0008</b>	<b>Administrative Support</b>	

**B.2 PERSONNEL QUALIFICATIONS****B.2.1 General Education Requirements**

Wherever a college degree is required or is permitted to be substituted within a labor category, the minimum requirements for the degree are that the degree shall be acceptable to an accrediting organization recognized by the Secretary, U.S. Department of Education or be listed in the Directory of Postsecondary Institutions obtainable from the U.S. Department of Education.

**B.2.2 Experience/education Substitution**

Certain kinds of education may be used in lieu of experience. In order to substitute education for the experience requirements, the education must be recognized as sufficiently technical or specialized to achieve the knowledge and skills needed to perform the duties. For purposes of this solicitation, an Associates degree in a related field may substitute for one year of general experience, a Bachelor's degree in a related field may substitute for one year of specialized and two years of general experience, and a Master's degree in a related field may substitute for one additional year of specialized and two additional years of general experience. A Ph.D. in a related field can qualify for two years of additional specialized and three years of additional general experience. Education is identified as either desirable or required in each labor category. If a degree is required and a substitution of additional years of job related experience for the degree is permitted, this will be stated in the individual labor category description.

**B.2.3 Combination of Education/experience**

Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements unless otherwise specified. Education may be used to meet both the general and specialized experience requirements as identified in the labor category. Additionally, general and specialized experience may have been gained concurrently.

The quality of the combination of education and experience must be sufficient to demonstrate the knowledge, skills, and abilities required for performance of the duties.

**B.2.4 Multiple Duties Within Labor Category**

It is likely that the task orders submitted against the awarded contract(s) may require expertise in multiple skill categories. Personnel proposed must possess this expertise, however, in cases where an individual does not have the required expertise in all skill categories, multiple personnel shall be assigned. The Contractor is required to provide a range of personnel capable of satisfying duties for all skill categories at any one time.

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#### B.2.5 Definitions

- a. General Experience - Experience that provides personnel with broad knowledge, skills, and abilities sufficient to provide a general understanding of the functions related to the work of the position to be filled.
- b. Specialized Experience - Experience that equips personnel with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or directly related to the work of the position to be filled.
- c. High School Diploma - Defined as successful completion of requirements leading to a high school degree. A GED is equivalent to a high school diploma.
- d. Post High School Technical Training - Education above the high school level for which a high school diploma or the equivalent is the normal prerequisite. This training must have been obtained in an accredited business, secretarial, or technical school, junior college, college or university.

#### B.3 LABOR CATEGORY DESCRIPTIONS

##### PARTNER/PRINCIPAL

###### Duties:

Plans, organizes, and controls the overall activities of the contract (i.e. project management, technical work, quality assurance, scheduling, and costs associated with various task orders issued under the contract). Demonstrated ability to provide guidance and direction for multiple projects and in designing, implementing and managing employee benefits type of contracts.

Capability to manage multitask projects similar to those identified in Section C. Provide primary interface with Contracting Officer's Technical Representative regarding strategic issues. Directs and ensures that all contractor-performed activities operate in conformance with terms and conditions of the contract and individual task orders. Coordinates all parties to tasks, reviews work products for completeness and adherence to requirements performed under this contract.

###### Qualifications:

**Experience:** A total of ten years experience is required for this position. Six years must be specialized experience. The remainder may be specialized or general experience.

General Experience - At least five years of general experience to include financial, administrative, and project responsibility. The Partner/principal must possess verbal and written skills sufficient to function in a high-level executive environment.

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Specialized Experience - At least five years of the above experience shall relate to management and oversight of employee benefits and compensation analysis and human resources operations in support of business organization, including administering contracts, supervising personnel and interacting with agency contracting, technical and functional personnel at all organizational levels.

**Education:** A bachelor's degree in Business Management, Economics, Statistics, Mathematics or other related study is desirable. A graduate degree in any of the latter will be considered equivalent to two years of specialized and three years of general experience.

### SENIOR MANAGER

#### Duties:

Develops and maintains plans outlining steps and timetables for developing projects. Demonstrated ability to provide guidance and direction for multiple projects and in designing, implementing and managing employee benefits types of contract. Capability to manage multitask projects similar to those identified in Section C. Directs and ensures that all contractor-performed activities operate in conformance with terms and conditions of the contract and individual task orders. Coordinates all parties to tasks, reviews work products for completeness and adherence to requirements performed under this contract.

#### Qualifications:

**Experience:** A total of eight years is required for this position. Four years must be specialized experience. The remainder may be specialized or general experience.

General Experience - At least four years of general experience to include financial, administrative, and project responsibility. The Senior Manager must possess verbal and written skills sufficient to function in a high-level executive environment.

Specialized Experience - At least four years of the above experience shall relate to management and oversight of employee benefits and compensation analysis and human resources operations in support of business organization, including supervising personnel and interacting with agency contracting, technical and functional personnel at all organizational levels.

**Education:** A bachelor's degree in Business Management, Economics, Actuarial Science, Mathematics or related study is desirable. A graduate degree in any of the latter will be considered equivalent to two years specialized and three years general experience.

### MANAGER

#### Duties:

Develops and maintains plans outlining steps and timetables for developing projects. Demonstrated ability to provide guidance and direction for multiple projects and in designing, implementing and managing

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employee benefits type of contracts. Capability to manage multitask projects similar to those in Section C. Directs and ensures that all contractor-performed activities operate in conformance with terms and conditions of the contract and individual task orders. Coordinate all parties to tasks, reviews work products for completeness and adherence to requirements performed under this contract.

#### **Qualifications:**

**Experience:** A total of six years experience is required for this position. Three years must be specialized. The remainder may be specialized or general experience.

General Experience - At least four years of general experience to include financial, administrative, and project responsibility. Manager must possess verbal and written skills sufficient to function in a high-level executive environment.

Specialized Experience - At least two years of the above experience shall relate to management and oversight of employee benefits and compensation analysis and human resources operations in support of business organization, including supervising personnel and interacting with agency contracting, technical and functional personnel at all organizational levels.

**Education:** A bachelor's degree in Business Management, Economics, Mathematics or other related study is desired. A graduate degree in any of the latter will be considered equivalent to two years specialized and three years general experience.

## **SENIOR CONSULTANT**

#### **Duties:**

As a Senior Consultant, provides technical expertise and supervision to Consultant. Provides details knowledge of managing employee benefits type of contracts similar to those identified in Section C. Work closely with AO coordinator to ensure that all consulting support for this contract is provided timely and with appropriate coordination. Responsible for work, supervises tasks, review work products for completeness. Interfaces with Contracting Officer's Representative on a day-to-day basis.

#### **Qualifications:**

**Experience:** A total of six years experience is required for this position. Three years must be specialized experience. The remainder may be specialized or general experience.

General Experience - At least four years of general experience to include financial, administrative, and project responsibility. Senior Consultant must possess verbal and written skills sufficient to function in high-level executive environment.

Specialized Experience - At least two years of the above experience shall relate to management and oversight of employee benefits and compensation analysis and human resources operations in



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support of business organization, including supervising personnel and interacting with agency contracting, technical and functional personnel at all organizational levels. Knowledge of general principles of Actuarial Science.

**Education:** A bachelor's degree in Business, Mathematics, Actuarial Science or other related study is desirable.

### **CONSULTANT**

#### **Duties:**

Demonstrated experience participating in projects similar to those identified in Section C. Specific expertise in one or more of the key areas. Serves as liaison between the Contracting Officer and/or the Contracting Officer's Technical Representative on a day-to-day basis. Supports the completion of project specific tasks within estimated time frames and budget constraints.

#### **Qualifications:**

**Experience:** A total of four years experience is required for this position. Two years must be specialized experience. The remainder may be specialized or general experience.

General Experience - At least two years of general experience to include financial, administrative, and project responsibility. Consultant must possess verbal and written skills sufficient to function in high-level executive environment.

Specialized Experience - At least two years of the above experience shall relate to management and oversight of benefits and compensation analysis and human resources operations in support of business organization, including supervising personnel and interacting with agency contracting, technical and functional personnel at all organizational levels.

**Education:** A bachelor's degree in Business, Actuarial Science, Mathematics or other related study is desirable.

### **ACTUARY**

#### **Duties:**

Performs analysis and computations in support of employee benefits program. Making actuarial calculation to be used in preparing cost estimates of proposed changes in medical programs. Deriving and applying routine actuarial formulas to obtain rates and values for various plans. Conducting supplementary studies of limited scope related to broad studies being conducted by higher level professional staff. Ability to apply actuarial science, mathematics, and statistics and economic theories in order to produce actuarially sound estimates. Knowledge of actuarial theory and methods in order to analyze data reports and projects. Ability to communicate orally and in writing in order to conduct formal briefings.

**Qualifications:**

**Experience:** A total of six years is required for this position. Four years must be specialized experience. The remainder may be specialized or general experience.

General Experience - Skills in mathematics and logical thinking. Ability to interpret written legal materials, such as regulations and plan documents. Knowledge of general principles and practices of Actuarial Science.

Specialized Experience - At least four years of demonstrated experience in actuarial analysis of similar scope and complexity as this contract. Skills using standard PC software packages such as Lotus 1-2-3, Excel, WordPerfect, or Paradox. Ability to communicate clearly both orally and in writing.

**Education:** A bachelor's degree in Actuarial Science, Mathematics or relevant Statistical study is desirable.

**WEB/INTERNET SPECIALIST**

**Duties:**

Creates and maintains web server applications in support of the benefits plan's web-related activities. Maintains integrity of World Wide Web data and program tree. Works with production personnel in preparation of HTML pages for sites.

**Qualifications:**

**Experience:** A total of five years experience is required for this position. Two years must be specialized experience. the remainder may be general or specialized experience.

General Experience - At least five years of general experience in the computer field.

Specialized Experience - At least two years performing the types of duties discussed above.

**Education:** A bachelor's degree in Computer Science, Information Systems, Business, Engineering, or a related field is desirable.

**ADMINISTRATIVE SUPPORT**

**Duties:**

Progressive experience in office automation tools and participating on projects. Knowledgeable in computer based documentation and presentation techniques, technical typing and word processing.

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Integrates inputs from various sources to create a cohesive product. Prepares both graphical and narrative presentation material.

**Qualifications:**

**Experience:** A total of two years experience is required for this position. One year must be specialized experience. The remainder may be specialized or general experience.

General Experience - Must have a demonstrated ability to communicate effectively, both orally and in writing.

Specialized Experience - At least one year of demonstrated experience providing support in multi-tasking environment, including PC based applications.

**Education:** Associate degree is desirable.